

FFY 2018 CSBG Application Instructions

All CSBG application forms must be completed and submitted online via the Web Grants System

1. Using your User ID and Password, log on to Web Grants System via the internet at <http://webgrants.community.utah.gov> (if you have not used Web Grants before, select “Register” and follow the instructions to obtain your User ID and Password)
2. After Logging on, select “**Apply for Grants**”
3. Select under the “Title” Column, 2018 Community Services Block Grant
4. Select “**Apply**” on the right hand side of the page.

The CSBG application is comprised of eleven components. All eleven components must be completed. This guide provides step-by-step instructions for each component.

General Information

1. **Title:** enter the name of your agency
2. **Type:** leave as “Initial”
3. **Counties:** check all counties your agency serves.
4. **Project Manager:** select CSBG Project Manager from the drop down menu. This individual needs to be registered on webgrants.
5. Click on the “**Save**” icon in the top right hand corner
6. Review your information, then select “**Continue**”

Application Questionnaire

1. Select “**Application Questionnaire**” from the Components menu.
2. Use the guide below to respond to the various questions in the form.

Questions 1 thru 4, & 8: self-explanatory Board Governance related questions

Question 5: Explain your agency’s process in developing your work plans. Please include when you meet (board meetings, strategic planning retreats, etc.), what processes you use to assess needs in your service area (studies, public forums, surveys, etc.), and who is involved in the planning process. Please include details on how the 3 Year Community Needs Assessment will inform your program planning processes and how your agency uses ROMA based logic models.

Question 6: List any funding source that has performed a fiscal or programmatic monitoring visit during the last fiscal year and through the date of application.

Question 7: Explain the training & technical assistance and capacity building needs your agency has identified as being a high priority and what plans you have to address those needs. Please include training needs for both board members and staff.

Question 9: List in order of priority the most beneficial projects for your agency that have been funded from CSBG Discretionary Funding.

Question 10: List in order of priority any new activities you would propose to be funded from CSBG Discretionary Funding.

Question 11: List all the agency’s top priorities for FFY16 which were identified as a result of your community surveys, forums and 3-Year Community Needs Assessment

Question 12: List agency partners who will work on the programs designed to address the agency priorities.

Question 13: Describe how the agency has or plans to implement the organizational standards and how the changes enhance program delivery to move people out of poverty.

Question 14: Describe how the agency complies with Sec. 678G of the CSBG Act which requires CAAs to:

“(1) inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this chapter about the availability of child support services; and

(2) refer eligible parents to the child support offices of State and local governments.”

(Pub. L. 97–35, title VI, §678G, as added Pub. L. 105–285, title II, §201, Oct. 27, 1998, 112 Stat. 2749.)

3. After completing all fourteen questions, click on “**Save**”
4. Review the Questionnaire, then select “**Continue**”

Attachment Checklist

1. Select “**Attachment Checklist**” from the Components menu
2. Check the boxes for “Board Roster” and “Board Meeting Schedule”
3. Click on “**Save**”, then select “**Continue**”
4. Click on “**Attachments**” in the center of the page to the right of Attachment Checklist.
5. In the “Description” field, enter “Board Roster” or “Board Meeting Schedule”, whichever is applicable.
6. Use the “Browse” function to find the correct file on your computer drive.
7. Click on the file you want to upload, then select, “**Attach file**”
8. Complete this process for each of the required attachments.
9. When finished, click on “**Save**”, then select “**Continue**”
10. Note that there are **new items requested for attachment**, including a copy of bylaws and projections for Module 2,3 and 4 reports. Training will be provided on how to complete.

Form 508A – Work Plan

1. Select “**Form 508A- Work Plan**” from the Components menu.
2. Click on “**Add**” at the top of the page.

Note: you will need to enter information about each program separately. Once you have entered information for the first program, select “Add” and repeat this process for as many programs as are operated under your tripartite board. You should include all programs overseen by your tripartite board.

3. **Program Name:** Enter your agency’s program name (i.e. Emergency Assistance)
4. **Brief Program Description:** A short narrative (i.e. direct emergency assistance to low-income individuals and/or households)
5. **National Indicator:** Enter the corresponding National Indicator from Form 508 that will be used to report outcomes for each program. You may use multiple indicators if necessary. (i.e. 6.2A, 6.2C, 6.2E)
6. **New Program:** Enter “Yes” if this is a new program for the upcoming Federal Fiscal Year 2016. Otherwise, leave blank.
7. **CSBG Funds:** Enter the amount of CSBG Funds you propose to use for this program. Remember this is your whole agency operation under the tripartite board, so there may be NO CSBG Funds being used.
8. Click on “**Save**”
9. Select “**Add**” and repeat process for as many programs as you need to enter.
10. Upon entering in all of your programs, click on “**Save**”, then “**Continue**”.

Form 509 – Request to Sub-Contract

1. Select “**Form 509 – Request to Subcontract**” from the Components menu.
2. Select “**Add**” in the top portion of the screen.
3. If you are not subcontracting any CSBG funds, enter “**n/a**” in the fields marked with red asterisks (*), then skip to step 5 of this section.
4. Complete this form for each of your proposed subcontract agreements. In the space provided, enter a Brief Program Project Description regarding the services to be provided by the subcontractor. It should be a short narrative, such as “Provide Emergency Shelter”, or “Teach ESL Classes”. Under the column headed CSBG Funds, indicate the amount of CSBG funds to be used in each activity conducted by the subcontractor.

5. Click on “[Save](#)”
6. Repeat the process if you have additional subcontractors.
7. Select “[Continue](#)”

Form 510 – Certification of Assurances

1. Select “[Form 510 – Certification of Assurances](#)” from the Components menu.
2. This is an updated list of Federal assurances for the Community Services Block Grant. Please read over the assurances and check the box at the top of the page when finished.
3. Click on “[Save](#)”

Form 610 – Program Budget

1. Select “[Form 610 – Program Budget](#)” from the menu.
2. Completely fill out this entire form for your CSBG Funds. Note: the totals from the “Unclassified Other” and “CSBG Personnel Costs” sections will automatically roll up to the Budget Summary section when you click on “[Save](#)”.
3. Refer to the PowerPoint presentation attached in the Funding Opportunity for guidance on classification of expenditures under the CSBG budget categories.
4. Once completed, select “[Save](#)”
5. Review for errors, then click, “[Back](#)”

You should now have check marks next to each component under the “Complete?” column of the main application Components page. Now, it’s time to review your application prior to submitting.

Click on “[Preview](#)” to review your completed application.

NOTE: National Indicators listed on the 508A One-Year Work Plan Summary should be referenced within the Six National Goals as well.

If you need to make any corrections, close the preview screen and simply select the component you want to change from the Application Components menu. Click on “[Edit](#)” at the top of the page, make any necessary corrections, and then click on “[Save](#)”. Complete the remaining steps as listed above for each of the components you want to revise.

When the application is to your satisfaction, all you have to do is click on “[SUBMIT](#)” from the application menu screen. **WARNING:** Once you click on “Submit”, you will no longer be able to edit your application. If you subsequently discover that revisions need to be made, you will need to contact SCSO and request that your application be put in “correcting” status.

Your CSBG application must be completed and submitted online by **Friday October 6, 2017**. Should you have any questions, please call and I’ll be happy to assist you.

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